

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:

9100 (931.GB) P

September 16, 2003

EMAIL TRANSMISSION – 9/16/03

Instruction Memorandum No. MT-2003-077

Expires: 9/30/04

To: Field Managers

From: Deputy State Director, Division of Support Services

Subject: FY 2004 to FY 2006 Engineering Assistance

DD: 10/06/2003

Attachment 1 contains the National Science and Technology Centers (NSTC) solicitation for requests for engineering assistance for fiscal years 2004-2006. All requests should be in the format provided in Attachment 2. Please coordinate your requests for all engineering assistance with your respective Administrative Officer. If you anticipate having a need for engineering assistance (from any source), complete the attached form and forward it to your respective Administrative Officer. The Administrative Officer, in coordination with the Field Managers and assisted by the Zone Engineer, will review the requests and determine which requests will be forwarded to the State Office. Once the submissions have been forwarded, the State Office engineering staff, in coordination with the Zone Engineers, will then determine which requests will be forwarded to the NSTC. Please remember that the Montana/Dakotas has several in-state A&E firms on contract that can be used to assist in these efforts. The due date for this request is October 6, 2003.

It is critical that all requests for engineering assistance be coordinated with the respective Administrative Officer and zone engineering staffs. Requests made directly to the State Office for engineering assistance will be redirected toward the respective zone engineering staff. If the zone engineering staff cannot perform the work, the zone engineering staff will contact the State Office for assistance. It is also critical that the zone engineering staff review all designs for all facilities that will be constructed on public lands within their respective zone boundaries.

Attachment 3 is a list of FY 2003 carryover projects that will continue to be worked on by the NSTC staff in FY 2004. If you have future needs for these projects that were not identified in last years submission, please provide a revised request.

If you have any questions, please contact Greg Bergum, Chief, Branch of Engineering, at (406) 896-5217.

Signed by: Diane M. Friez, Acting

Authenticated by: Aleta Zahorodny (MT-930)

3 Attachments

1-IM ST 2003-061 (2 pp (memo only))

2-FY 2004 A&E Assistance Request (1 p)

[3-FY 2004 Carryover List \(1 p\)](#)

cc:

AOs

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL SCIENCE AND TECHNOLOGY CENTER
DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047**

August 29, 2003

In Reply Refer To:
9100 (ST-100) P

EMS TRANSMISSION

Instruction Memorandum No. ST-2003-061

Expires: 9/30/2004

To: All State Directors
Director, Office of Fire and Aviation
Attn: All State Engineers

From: Director, National Science and Technology Center

Subject: FY 2004 to FY 2006 Architectural-Engineering Assistance Request

Program Area: Engineering Assistance

Purpose: The purpose of this IM is to help State/Field Offices and Headquarters obtain timely Architectural-Engineering (A-E) services from the National Science and Technology Center for projects planned to be completed in FY 2004 – FY 2006. This information will enhance NSTC's ability to assess, prioritize, and accomplish critical A-E work and assist the Bureau in obligation of program funding on an annual basis.

Policy: None

Timeframe: It is requested that all Architecture-Engineering Assistance Request forms be returned to NSTC by October 14, 2003. Requests can be sent either hard copy to ST-110 (attention Bob Hart) or electronically to bob_hart@blm.gov. NSTC will make every effort to process these requests in a timely manner and respond to the originator by November 14, 2003, in regard to NSTC's ability to accommodate these requests.

Budget Impact: None

Background: The NSTC Division of A-E Services will prepare an annual workload analysis to help plan A-E work for FY 2004-2006. The analysis utilizes staff from NSTC, A-E contracts and Intra-agency agreements. Currently, NSTC manages five National A-E contracts, one State ID/IQ and several on-going Intra-agency agreements with the Bureau of Reclamation, the Forest Service and the National Park Service. These contracts are available to assist the BLM in planning, design, and construction administration services. In addition, NSTC has been coordinating design/build services through 8A Contractors. More information about these contracts can be obtained by contacting Robert Hart, Division of A-E Services.

Through this IM, NSTC is requesting that State/Field and Headquarters offices identify any new A-E work requiring assistance during FY 2004 to FY 2006. This information will be helpful to NSTC in evaluating workload, coordinating work through contracts/contractors, and assisting State/Field Offices in meeting work demands over the next three years. Attached is a listing of on-going A-E projects. If a project and its related deliverable are already on the attached list, it is not necessary to re-submit a new request form.

NSTC asks that you submit a separate A-E Request Form for each new request and that you be as descriptive as possible in defining what services needed and when they are needed. Requests for services, regardless of funding source, should identify whether the project is funded in the Bureau's Five Year plan (1653 Deferred Maintenance, 1654 Infra-structure Improvement, or 2110 Capital Improvement) or through another sub-activities, such as 1220 Recreation, 1652 Annual Maintenance, 2852 Fire Facility Maintenance/Construction, 6252 O&C maintenance, etc.

Please understand that requests made at this time are for planning purposes. Final decisions on project assignments will be prioritized and coordinated with your office prior to proceeding. In addition, NSTC would like to advise you that we will continue to entertain requests for services throughout the year on an as needed basis. We encourage your office to contact us directly when we can be of assistance.

Manual/Handbook Affected: None

Contact: If you have any questions, please contact me at (303) 236-6454 or Robert Hart at (303) 987-6864.

Signed by:

Lee Barkow,

Director, National Science & Technology Center

Authenticated by:

Deanna Miller,
Secretary

2 Attachments

- 1 - A-E Assistance Request Form (1 p)
- 2 – FY 2004 Carry-over or continuation work (2 pp)

Distribution

AD 170, MIB, Rm 5644
AD 200, MIB, Rm 5650
AD 300, MIB, Rm 5627
WO-360, LS, Rm 504
ST-150A, BLM Library

FY 2004 ARCHITECTURE AND ENGINEERING ASSISTANCE REQUEST

STATE: _____ CONTACT NAME: _____ PHONE: _____
ALTERNATE NAME: _____ PHONE: _____

OFFICIAL PROJECT NAME:

PROJECT FINANCIAL INFORMATION

PROJECT NUMBER: _____

THIS PROJECT IS A/AN (Please check appropriate sub-activity and year of funding) Project:

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | 1220 - RECREATION PROJECT | FISCAL YEAR _____ |
| <input type="checkbox"/> | 1653 - DEFERRED MAINTENANCE PROJECT | FISCAL YEAR _____ |
| <input type="checkbox"/> | 1654 - INFRA-STRUCTURE IMPROVEMENT PROJECT | FISCAL YEAR _____ |
| <input type="checkbox"/> | 2110 - CAPITAL IMPROVEMENT/CONSTRUCTION | FISCAL YEAR _____ |
| <input type="checkbox"/> | 2852 - FIRE PROGRAM PROJECT | FISCAL YEAR _____ |
| <input type="checkbox"/> | 6252 - O&C PROJECT | FISCAL YEAR _____ |
| <input type="checkbox"/> | Other - (Please specify Sub-activity _____) | FISCAL YEAR _____ |

Survey and Design Costs (typically 15% of TECC)

\$ _____ Carryover
\$ _____ FY 2004
\$ _____ FY 2005
\$ _____ FY 2006

Total Estimated Construction Cost (TECC)

\$ _____ Carryover
\$ _____ FY 2004
\$ _____ FY 2005
\$ _____ FY 2006

PROJECT DESCRIPTION:

SERVICE REQUESTED

DELIVERABLE**

DATE NEEDED***

AE - A/E Contract Management Assistance	_____	_____
CA - Construction (Technical) Assistance	_____	_____
CM - Construction Management	_____	_____
DA - Design Assistance (review)	_____	_____
PD - Project Definition (scoping, feasibility study, Programming)	_____	_____
SD - Schematic (Conceptual) Design	_____	_____
DD - Design Development	_____	_____
CD - Construction Documents	_____	_____
PM - Project Management	_____	_____
PS - National Engineering Program Support	_____	_____
ES - Engineering Studies (Value Engineering, Condition Evaluation, Accessibility Study, Etc.)	_____	_____
INSP - Inspection (Dams/Bridge/Seismic)	_____	_____
TA - Technical Assistance (miscellaneous)	_____	_____
TM - Topographic maps	_____	_____
Other _____	_____	_____

* - Deliverable type may include: Report, Drawings, Specifications, Analysis, Estimate, etc.

** - Indicate the date the final deliverable is needed.

ANTICIPATED SKILLS NEEDED FROM NSTC:

____ Architect	____ Landscape Architect	____ All Disciplines
____ Civil Engineer	____ Mechanical Engineer	____ Photogrammetrist
____ Electrical Engineer	____ Structural Engineer	____ Other (specify)

LIST AVAILABLE EXISTING DATA (TOPO, SOILS, EA, TOPOGRAPHIC MAPS, ETC.)